

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 6236

TITLE: CHIEF, UTILITIES BRANCH

GRADE: S-23

DEFINITION:

Under limited supervision, plans, directs, coordinates, supervises and, as necessary, participates in the activities of multiple trade disciplines in the operation, repair and maintenance of mechanical, HVAC, plumbing, electric and structural utilities equipment as well as computerized electronic DDC and Pneumatic Building Control Systems in County-owned facilities and leased property; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

The Chief, Utilities Branch class is distinguished from the senior trades and the HVAC Technician II in that the Chief, Utilities Branch exercises full supervisory responsibility over utilities branch subordinates, while the senior trades and HVAC Technician II act as working leads over subordinate utilities branch personnel in the performance of specific tasks.

ILLUSTRATIVE DUTIES:

Plans, directs, coordinates and supervises subordinate personnel in the maintenance of heating, air conditioning, electrical, structural and plumbing systems;
Monitors and inspects construction projects and contract work to ensure compliance with contractual agreements and with national, state and local code requirements;
Trains subordinates in proper diagnostic, repair, maintenance and installation procedures;
Investigates work related injuries and accidents and assists in preparing injury reports;
Monitors the inventory of repair and replacement parts and supplies and initiates and approves purchase requests as needed;
Assists with preparation of capital and operations budgets, and prioritization of expenditures;
Coordinates with the Energy Management Section to ensure energy management and energy saving strategies are maintained and implemented properly and efficiently;
Diagnoses and troubleshoots building air comfort, temperature problems, air-distribution, air balancing, or stratification problems; and building insulation or vapor barrier deficiencies;
Responds to calls for emergencies, assigning staff and providing oversight if necessary;
Maintains records of equipment operation logs to include temperature, pressures, volts, amps, combustion efficiency reports, safety inspections, and equipment refrigerant records;
Produces HVAC system and efficiency reports that identify system problems or confirm proper operating conditions and recommends repairs or improvements.
Meets with customers, internal partners, and contractors to develop plans, work, time, and cost estimates;
Attends meetings and conferences.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of operations and maintenance of buildings and building systems to include heating, ventilation and air conditioning, electrical, plumbing, structural and energy systems;
Knowledge of the building and fire codes related to work performed in the HVAC trade;
Knowledge of the occupational hazards and safety precautions of the trade;

Knowledge of the use of Direct Digital Controls, personal computers, and related software to operate systems, identify problems, and repair equipment;
Ability to carry out a maintenance activity within established policy, plans, and requirements and to coordinate work with other shops and departments;
Ability to plan and perform work at the Master-level;
Ability to read and interpret blueprints;
Ability to use tools and equipment pertinent to the trade;
Ability to estimate trade-related costs and scheduling parameters;
Ability to establish and maintain effective working relationships with customers, partners, contractors, peers, subordinates, and superiors;
Ability to instruct, motivate and train subordinates in all phases of the work and assist them with work problems;
Ability to communicate effectively, both orally and in writing;
Ability to prepare and deliver accurate reports and to keep accurate records;
Ability to use personal computers and software programs.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to the following:
High school diploma or G.E.D. issued by a state department of education; PLUS Completion of a four year apprentice-level vocational training program in one or more trades, including HVAC;
OR Four years of journey level experience in multiple trades, including HVAC; Plus four years of progressively more responsible journey level work with a minimum of two years in the oversight and/or operation of HVAC equipment, including three years in a supervisory role.

CERTIFICATES AND LICENSES REQUIRED:

Valid state motor vehicle license.
Possession of a Master Mechanical, Electrical or other specific trade-related licenses and certifications are required for certain positions as identified to the Department of Human Resources.

REGRADED:

March 6, 2009

REVISED:

September 7, 2007